

BUILDING OFFICIAL

GRADE 38

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs complex technical and difficult administrative work directing administration and enforcement of applicable building codes, including overseeing issuance of building permits, review of construction plans and inspection of buildings/structures, investigation of unsafe building conditions and complaints and determinations of violation conditions; does related work as required. Work is performed under general supervision. Supervision is exercised over all division personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspecting structures for compliance with building codes and ordinances; coordinating work with County Administrator and department directors; maintaining records and files; preparing reports; testifying in Court.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals.
- Interprets the code; researches and coordinates with appropriate state agencies and other jurisdictions; issues legally binding modifications to the code where appropriate.
- Provides technical assistance on code requirements to the public, owners, architects, engineers, contractors, builders and other applicants for building permits and plan approvals.
- Assists staff with plans review or inspections for complex cases or in times of peak demand to facilitate work flow.
- Processes, reviews and approves building permit applications for conformance with applicable codes.
- Processes, issues and collects fees for various permits.
- Reviews building construction plans for compliance with applicable codes.
- Conducts field inspections of construction to ensure conformance with applicable codes.
- Initiates legal proceedings or violators of the USBC.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work and inspects completed work; consults with assigned staff; assists with complex/problem situations; provides technical expertise; advises staff on code requirements and compliance alternatives which will secure the intent of codes.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan, direct and coordinate the various phases of inspection services; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to establish and maintain effective working relationships with associates, contractors, government officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience to graduation from an accredited community college with major course work in engineering, planning, architecture or related field and extensive experience in building code enforcement and inspections work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of State Building Official certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.